

CornellEngineering
Operations Research and
Information Engineering

Cornell University
School of Operations Research and Informational Engineering
Frank H. T. Rhodes Hall

Faculty Resource Guide

ORIE Faculty Resource Guide

Table of Contents

Student Advising

1. ORIE undergraduates.....
2. ORIE graduate students.....
3. ORIE PhD students.....

Academic

4. Add a new course.....
5. Produce a course packet.....
6. Reserve a room for review sessions, office hours, etc.....
7. Order textbooks, desk copies, etc.....
8. Blackboard account set-up and support.....
9. Listing a paper as an ORIE Technical Report.....
10. Hire a new faculty/ staff member.....

Financial

11. Reimbursement for an expense including travel.....
12. Grant Proposal submissions and/or questions.....
13. Balance of my grant account.....
14. Budget for my grant proposal.....
15. Order a new computer.....
16. Borrow a laptop and/or equipment.....
17. Dispose of electronic equipment.....
18. Add/edit information to the web page.....

Administrative

19. Create/ develop a poster.....
20. Send a large mailing.....
21. Send a large electronic mailing.....
22. Fix something in my office.....
23. Enter into a contract with someone.....
24. Bring a visitor to campus.....
25. Copy a book/exam.....

Other

26. My phone is not working.....
27. Contact an alumni.....
28. Office keys.....
29. Order office supplies.....
30. Order office supplies.....
31. Send a letter or package via FedEx
32. Where do I pick up my paycheck/ direct deposit request.....
33. Transition Services.....

Frequently Asked Questions

Anything related to OR undergraduate students: Undergraduate Student Coordinator

Anything related to OR graduate students: Graduate Student Coordinator

Anything related to ORIE courses: Undergraduate Student Coordinator

1. Information about advising ORIE undergraduates?

- Contact person is Undergraduate Student Coordinator, Cindy Jay at 5-5088 or cjh6@cornell.edu.
- The ORIE Undergraduate Handbook is available at <http://www.orie.cornell.edu/academics/undergraduate/resources/handbook.cfm>

2. Information about advising ORIE graduate students?

- Contact person is Graduate Student Coordinator, Katrina Overton at 5-9128 or kmo12@cornell.edu.
- The Master of Engineering Handbook is available at http://www.orie.cornell.edu/orie/upload/2018June_ORIE_MEng_Handbook_FIN_AL.pdf

3. Information about advising ORIE PhD students?

- Contact person is Graduate Student Coordinator, Katrina Overton at 5-9128 or kmo12@cornell.edu.
- The OR PhD requirements are available at <http://www.orie.cornell.edu/academics/doctor/requirements.cfm>

4. Add a new course?

- After receiving Director approval for a brand new course;
- Contact person is Undergraduate Student Coordinator, Cindy Jay at 5-5088 or cjh6@cornell.edu.
- Send course title, credit hours, course description, exam information and preferred day/time. A course number (and 4 digit number) will be assigned.
- Undergraduate Student Coordinator requests approval from Director of Undergraduate Studies (DUGS)

5. Produce a course packet?

- Contact person is Leslie Molyneaux (lam18) 5-2922 at the Campus Store
- Go to <https://www.cornellstore.com/custom-course-packet-ordering> for instructions.

6. Reserve a room for review sessions, office hours, etc?
 - Contact person is Undergraduate Student Coordinator, Cindy Jay at 5-5088 or cjh6@cornell.edu.
 - Send day/time of reservation request and what the room will be used for.
 - Contact person will confirm room with Engineering Registrar, OUR, or on Outlook (if request is for an OR room)

7. Order textbooks, desk copies?
 - Contact person is Undergraduate Student Coordinator, Cindy Jay at 5-5088 or cjh6@cornell.edu and will initiate this process.
 - Contact person will send you the title and ISBN of text previously used via email. Reply if you plan to use that same text. If requesting a new text, send the title, author and ISBN # if possible.
 - Contact person will request desk copies from publishing representative.

8. Set up a Blackboard account?
 - Contact person is CIT Helpdesk
 - Go to bbhelp.cit.cornell.edu for instructions
 - Approval given through CIT when setting up the site

9. List a paper as an ORIE Technical Report?
 - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
 - Email contact person the title of paper, authors, searchable keywords, and abstract, with an attached pdf file of the paper.
 - Contact person will assign it a new number, notify the authors, and make it available on the ORIE Technical Report List on the ORIE web site.

10. Hiring a new faculty/staff member?
 - Contact person is Director's Assistant, Sheri Minarski at 4-6353 or slm339@cornell.edu.

11. Reimbursed for an expense including travel?
 - Contact person is ORIE Financial Specialist, Dennis Panagitsas at 5-4633 or dp356@cornell.edu.
 - Complete the Travel Reimbursement Request form available at <https://www.dfa.cornell.edu/travel/payingfortravel/reimbursement/manual-form>

12. Grant Proposal submissions and/or questions?
 - Contact the Pre-Award Research Administrative Service Center (RASC) at rasc@cornell.edu.
13. Get the balance of my grant account?
 - Contact person is Financial Specialist, Dennis Panagitsas at 5-4633 or dp356@cornell.edu.
14. Get a budget for my grant proposal?
 - Contact person is Financial Specialist, Dennis Panagitsas at 5-4633 or dp356@cornell.edu.
15. Order a computer?
 - Contact person is Systems Administrator, Jake Gibson, RH 276, at 5-3771 or jig243@cornell.edu.
16. Borrow a laptop?
 - Contact the Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
17. Dispose of electronic equipment?
 - Contact person is Systems Administrator, Jake Gibson, RH 276, at 5-3771 or jig243@cornell.edu.
18. Add information to the web page?
 - Contact person is Communication Specialist II, Pat Gillespie at 4-4827 or pdg2@cornell.edu.
19. Develop a poster?
 - Contact person is Communication Specialist II, Pat Gillespie at 4-4827 or pdg2@cornell.edu.
20. Send a large mailing?
 - Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
 - Coordinate logistics with Cornell's Mail Services at <http://transportation.fs.cornell.edu/mail/campusmail/default.cfm>

21. Send a large electronic mailing?

- Contact person is Systems Administrator, Jake Gibson, RH 276, at 5-3771 or jig243@cornell.edu.
- Coordinate with CIT at <http://www.it.cornell.edu/services/bulkmail/>

22. Have something fixed in my office?

- Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
- Office and building problems will be reported to Cornell's Facilities Service Center located at <https://www.fcs.cornell.edu/>.

23. Enter into a contract with someone?

- Contact person is Director of Administration, Jessica Best at 4-4800 or jmm43@cornell.edu.
- Division of Financial Affairs, Cornell Procurement Services can help answer questions and can be found at <http://www.dfa.cornell.edu/procurement/index.cfm>.

24. Bring a visitor to campus?

- If resources are needed; contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
- To coordinate foreign visitor visa requests contact International Students and Scholars Office (ISSO) at <http://www.isso.cornell.edu/>.

25. Need a book/exam copied

- Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
- Material to be copied should be sent to the main office with copy instructions attached.

26. Phone not working

- Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
- A trouble ticket will be issued through CIT at <http://www.it.cornell.edu/support/coecis/>.

27. Need to contact alumni

- The Alumni Affairs and Development Department has access to a confidential Alumni database and can be contacted at <https://www.alumni.cornell.edu/about/a-affairs.cfm>.

28. Need office keys for a visitor

- Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.

29. Need to order supplies

- Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.

30. Need to order office Furniture

- Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.

31. Need to send a letter by overnight express mail

- Contact person is Main Office Administrative Assistant, Tara Woodard at 5-9092 or tlb17@cornell.edu.
- Provide address, phone number and account number
- University has contract with FedEx Express.

32. Where do I pick up my paycheck/request direct deposit?

- Paychecks will be mailed to your Home Address.
- Direct deposit form can be found at <http://www.dfa.cornell.edu/dfa/payrollservices/services/directdeposit.cfm>

33. Transition Services Professional Development Center

<http://www.yti.cornell.edu/projects/transition-services-professional-development-center>

34. ISSO Information for VISA and Permanent Residency Details

- Details can be found here - <https://isso.cornell.edu/staff/international-staff>
- To begin the process for VISA or Permanent Residency contact ORIE HR Representative Teather Maricle - tmw54@cornell.edu